

HECTOR CITY COUNCIL
Regular Meeting Monday, November 18, 2024 at 6:30pm
Hector City Hall

Meeting called to order by/time: Mayor John Riley at 6:35pm

Council Members:	<u>Position</u>	<u>Name</u>	<u>Present / Absent</u>
	Alderman 1	Samantha Brashear	Present
	Alderman 2	John Mosley	Present
	Alderman 3	Peggy Gregory	Present
	Alderman 4	Carey McGee	Absent
	Alderman 5	Hannah D'Amato	Present

Attorney: Bill Smith Present via phone

Pledge of Allegiance

Meeting opened with prayer by: Peggy Gregory

10-21-24 Council Meeting Minutes: Reviewed & Accepted Motion made by: Samantha Brashear
 Motion 2nd by: Peggy Gregory
 Vote: Passed 100% (4/4)

10-28-24 Special Council Meeting Minutes Reviewed & Accepted Motion made by: Hannah D'Amato
 Motion 2nd by: John Mosley
 Vote: Passed 100% (4/4)

October 2024 Financial Report: Reviewed & Accepted Motion made by: Samantha Brashear
 Motion 2nd by: Peggy Gregory
 Vote: Passed 100% (4/4)

Police Department Report: Chief Phillip Hubbard Present

- Chief Hubbard reported that items have been purchased from the grant but still need to purchase a few more items for the police department's needs.
- Discussions on purchasing an AED.

Fire Department Report Interim Chief Mike Geurian Present
 (FEMA Assistance Grant) 95/5. Covers PPE and SCBA)

- Interim Chief Geurian has received the FEMA grant paperwork, he is reviewing the paperwork to fill out and return to grant writer. The deadline to turn paperwork in to the grant writer is December 1, 2024.
- Interim Chief Geurian stated that a 2024 side by side is being given to the Hector Volunteer Fire Department by Forestry Commission in Greenbrier. The HVFD will need this side by side for the handline crew and rescues in rough terrain. The current side by side for the HVFD is not in decent shape.
- Discussion on priority list and on the HVFD standard of operations (SOP). Luke Miller wrote Moreland's SOPs; the city may consider paying Luke to create SOPs for HVFD. Mayor asked for an estimate on preparing standard of operations from Luke Miller.
- An ISO Audit is coming up for the HVFD and items may need to be purchased.

Christmas Parade:

- City of Hector will have cookies and hot chocolate available during the parade. A movie will be available after the parade is over at Cecil Riley Park for all that want to attend. Admission is free.
- Mandy Garrigus stated the Sophomore Class will serve chili for a fundraiser during the movie.

- Discussion on having a lighting contest for the City of Hector for local businesses and homes. The awards would be \$100.00 for the best business and \$100.00 for the best home. Judges for floats and lighting will be the Hector Police and potentially the Volunteer Fire Department. The winners will be announced by December 16th at the December council meeting.
- Grand Marshalls will be William Freeman and James Housley.
- Mandy Garrigus asked if Unit 603 could be repaired before the Christmas Parade. If the repair is minor, then the city could consider repairing this unit. Mayor asked to receive an estimate for the repair.

General – Public Comment

- None.

Old Business:

Agenda Item A: Sidewalk project bid solicitation. (Should have bids by December meeting for budget purposes)

- Mayor discussed that bids for the project have been solicited and should be receiving sealed bids soon to have available by December council meeting.

Agenda Item B: R24-7 Appropriation from the General Fund and Street Fund

- Resolution 2024-7 was for an appropriation from the General Fund and Street Fund for the Spring cleanup dumpsters from Haston's Recycling. The bid was originally for \$550.00 for each dumpster but this did not include taxes. An additional amount of \$82.50 was invoiced to the city for taxes. Mayor Riley proposed an amendment to this Resolution to include the additional amount for taxes.
- **Resolution presented by council member:** Resolution to AMEND R2024-7 in the additional amount of \$82.50 for taxes incurred for the dumpsters
- **Motion made by:** Peggy Gregory
- **Motion 2nd by:** Hannah D'Amato
- **Vote:** Passed
100% (4/4)

Agenda Item C: R24-26 Appropriation from ACT 833.

- Resolution 2024-26 was for an appropriation from the ACT 833 fund for repair on Unit 651 in the amount of \$7500.00. The city received the invoice, and it was more than the amount appropriated by the resolution. An additional amount of \$172.73 was invoiced to the city. Interim Fire Chief Geurian stated he had time and will call and find out why the city was charged the additional amount.
- No action taken on this resolution.

New Business:

Agenda Item A: 2025 Budget-proposal-discussion-to be voted on at December meeting.

- Mayor Riley handed out the proposed Draft 2025 budget to council members to review. Mayor discussed revenue projections for Street department. Mayor stated the city may have to take out a loan for the Sidewalk project. The mayor has spoken with Chambers Bank, and they are willing to assist with this loan. He also discussed revenue/expenditures for the General Fund and ACT 833 Fund. Mayor discussed employee personnel and having a full-time person Secretary/Clerk.
- Mayor discussed some items the city may not want to participate in anymore such as the AIRMED CARE. If Med-Flight is needed it will typically come from Survival Flight. Mayor discussed partnering with West Central Arkansas Grant Writers, for a fee they will prepare, submit, and do the necessary reporting on grants for the city.
- Discussions on the Med-Flight, the HVFD stated the helicopter pad at the fire department would need repairs, such as lights and painting.
- Natalie Brock asked about heavy duty Christmas lights, Mayor asked to receive an estimate for these types of lights, the city may consider purchasing a few this year but the estimate will help to establish a budget for next year for this item. The displays for the poles will eventually need to be replaced. Mayor suggested wrapping the poles with lights and putting up holders for banners, which could be used for other holidays.

- Mayor asked council members to review the proposed draft budget and to provide comments back to him before the next meeting. The 2025 proposed draft budget will be discussed at the December meeting for approval.

Agenda Item B: Consideration of end of the year bonus for city employees. Consideration of Resolution R24-34. An appropriation from the General Fund for Year End Bonuses for city employees.

- Mayor discussed stipends for full-time and part-time city employees, this does not include elected officials. The stipend will be equal to each employee's average bi-weekly pay and will be subject to tax withholdings. The stipend should be distributed by November 29th.
- **Resolution presented by council member:** Resolution 2024-34 to approve a payment of a lump-sum stipend to full-time and part-time city employees in the amount equal to each employee's average bi-weekly pay. **Motion made by:** Peggy Gregory **Motion 2nd by:** Hannah D'Amato **Vote:** Passed 100% (4/4)

Agenda Item C: Consideration of an Ordinance establishing Electronic Funds Payment System and Other Related Purposes. Ordinance 24-2

- Mayor discussed Ordinance 2024-2 for electronic funds payment (EFT). This would apply to recurring invoices received by the City of Hector.
- The mayor read to approve by title only and read all sections with section 6 being Emergency Clause.
- **Motion** to waive 2nd, 3rd. and final reading and to pass with an emergency clause made by Samantha Brashear and 2nd by Peggy Gregory. Passed 100% (4/4)
- **Ordinance presented by council member:** Ordinance 2024-02 to approve Ordinance 2024-2 for the City of Hector to establish electronic funds payment (EFT) and to pass with emergency clause. **Motion made by:** John Mosley **Motion 2nd by:** Hannah D'Amato **Vote:** Passed 100% (4/4)

Agenda Item D: Consideration of a Resolution R24-35 authorizing an appropriation from the ARPA in the amount of \$12,831.37 for the purpose of reimbursing the City of Hector General Fund payroll for non-elected city employees.

- Mayor discussed the money received from ARPA and that all funds must be spent by December 31, 2024.
- The city had planned to use the remaining funds for the sidewalk project but due to the delay, the city has decided to use the funds to reimburse the Street and General Funds for payroll. This meets the necessary grant requirements.
- Correction on agenda item: The actual amount for the ARPA funds is \$12,826.70, the additional amount of \$4.67 is from interest that the city has received on the account by the bank. The interest does not need to be included in the ARPA amount. The other correction is to reimburse the Street Fund and the General Fund for payroll.
- Mayor read the proposed resolution aloud to council members in its entirety.
- The proposed resolution is to reimburse the Street fund payroll in the amount of \$12,202.54 and to reimburse the General fund payroll in the amount of \$624.16. The total amount reimbursed for payroll for street and general is \$12,826.70.
- The amount of interest received in the account will need to be transferred to the general fund.
- At the Attorney Bill Smith's advice: **Motion** to waive 2nd, 3rd and final reading made by Hannah D'Amato and 2nd by Samantha Brashear. Passed 100% (4/4)
- **Motion** to pass by title only made by Samantha Brashear and 2nd by Peggy Gregory. Passed 100% (4/4)
- **Resolution presented by council member:** Resolution 2024-35 to approve the reimbursement of payroll from the ARP Fund to the Street Fund in the amount of **Motion made by:** Samantha Brashear **Motion 2nd by:** Peggy Gregory **Vote:** Passed 100% (4/4)

\$12,202.54 and from the ARP Fund to the General Fund in the amount of \$624.16.

Agenda Item E: Consideration of Resolution R24-36 authorizing the city treasurer/recorder and the mayor to close the city ARP Account with Chambers Bank.

- Mayor discussed after the acceptance of R2024-35 the city no longer has a need to keep ARP Account open.
- Mayor discussed after the payroll reimbursement to the Street and General funds have been made, that any remaining funds left in the account for interest incurred to be transferred to the general account and to close the ARP Account at Chambers Bank.
- **Resolution presented by council member:** Resolution 2024-36 to authorize the mayor or recorder/treasurer to close the ARP Account at Chambers Bank. **Motion made by:** Samantha Brashear **Motion 2nd by:** John Mosley **Vote:** Passed 100% (4/4)

Agenda Item F: Resolution R24-37 adding city employee, Amanda Zamora as a third authorized signature bearer for the city General Fund, Street Fund, and ACT 833 Accounts.

- Mayor discussed that a third signature bearer would need to be established due to if one of the current signature bearers became unavailable it would put the city in jeopardy of not paying invoices in a timely manner.
- Mayor suggested having city employee Amanda Zamora as the third signature bearer for Street, General and ACT 833 Funds.
- The third signature bearer would only sign in the absence of the first and second signature bearer, which is the Mayor and the Recorder/Treasurer.
- **Resolution presented by council member:** Resolution 2024-37 to authorize Amanda Zamora as the third signature bearer for Street, General and ACT 833 Funds. **Motion made by:** Samantha Brashear **Motion 2nd by:** Peggy Gregory **Vote:** Passed 100% (4/4)

Agenda Item G: Resolution R24-38 consideration. LOPFI Retirement for Volunteer Fire Department members.

- Mayor discussed having the city pay for LOPFI retirement for the Hector Volunteer Fire Department.
- The cost is \$60.00 per month per member but there is a 90% per month rebate (premium tax allocations), which makes it \$6.00 per month per member. The amount could be subject to change in the future.
- Discussions on how much the fire member would receive yearly and on having a cap for fire members to receive LOPFI, the cap proposed is for 14 active fire members. Mayor stated the good thing about this is that it is a reciprocal program (time plus service credit). The monthly amount received would not be much, but it would help the fire members. Discussions if fundraisers needed to raise money for the LOPFI retirement. Mayor stated that fundraisers and fire dues could possibly be used to cover the cost for LOPFI coverage.
- If the council members adopt the LOPFI coverage for HVFD fire members; this is irrevocable and would start January 1, 2025.
- Discussion raised on paying HVFD for fire runs and if this is budgeted in the 2025 proposed budget. Mayor will contact other local fire departments and see what they are doing to pay for fire runs.
- **Resolution presented by council member:** Resolution 2024-38 to adopt LOPFI coverage for HVFD fire members. **Motion made by:** Hannah D'Amato **Motion 2nd by:** Peggy Gregory **Vote:** Passed 100% (4/4)

Agenda Item H: Pine Street Bridge Rail – estimate Z Construction – 2500.00

- The mayor discussed the issue on Pine Street for the bridge rail, the city has been patching this for awhile, but it needs to be fixed correctly. Mayor received an estimate from Zar Zamora with Z Construction in the amount of \$2500.00 to fix the area properly. Z Construction is bonded and was employed in years past with the highway department and worked on bridges.

- Mayor reviewed to see if grant is available to fix the bridge, the bridge is not on the federal register so no grant money will be available for this maintenance.
- Discussion raised if this was a conflict of interest with city employee Amanda Zamora. Attorney Bill Smith stated due to the city employee not being a voting member there is no conflict of interest.
- **Resolution presented by council member:** Resolution 2024-39 to authorize an appropriation from the Street Fund in the amount of \$2500.00 to Z Construction for the repair/installation of bridge railing on Pine Street.

Motion made by:
Samantha Brashear

Motion 2nd by:
Peggy Gregory

Vote:
Passed
100% (4/4)

City Council members review and approval of financial transactions.

Meeting adjourned:

Time: 8:43pm

Motion made by: Peggy Gregory

Motion 2nd by: Samantha Brashear

Vote: Passed 100% (4/4)

The next regularly scheduled council meeting will be held on December 16th, 2024, at 6:30pm.

Recorder/Treasurer

Mayor

By signing, I agree that pages 1-5 are true and correct copy of the meeting held by the Hector City Council on November 18, 2024.